

AHRC-MSL-P

MEMORANDUM FOR EACH OFFICER IN THE ZONE OF CONSIDERATION

SUBJECT: Consideration for Promotion by the United States Army Reserve Position Vacancy Board (PVB) for Troop Program Unit (TPU) Positions

1. A Department of the Army Position Vacancy Board will convene on **14 September 2004**, at the Office of Promotions, Reserve Components, convened under the Secretary of the Army authority. It will consider USAR officers to fill vacant positions in TPU's. Qualifications for promotion will be determined by a board of officers evaluating the performance portion of your Official Military Personnel File (OMPF), Personnel Qualification Record and current photograph. These items will constitute your Board Consideration File (BCF).
2. This board will be an electronic board held for position vacancies. Approximately 30 days before the convene date of the board you will be able to review your BCF on-line through the U.S. Army Human Resources Command (HRC) website. Go to <https://www.hrc.army.mil/indexflash.asp> click on "HRC-St. Louis," click on "Log into My Record." Once logged on click "My Board File" to the left of the screen. Follow the instructions on the page to review your board file. If you do not have an Army Knowledge On-Line (AKO) account go the https://www.us.army.mil/portal/portal_home.jhtml and request one. It is a requirement that all U.S. Army personnel have an AKO account. Prior to the BCF being put on-line you can review your Official Military Personnel File (OMPF) through the HRC-STL website. Your BCF will be created using the OMPF, plus whatever documents arrive from the field. Documents sent from you and the field that are administratively correct and permissible will be scanned and should appear in your on-line BCF no later than one week prior to convene date of board.
3. If officers believe it is not in their best interest to be selected for promotion by the Position Vacancy Board, then they may send a letter directly to the Board President justifying their desires. Do not forward this letter through the chain of command. Your letter must be addressed to:

PRESIDENT, POSITION VACANCY BOARD
ATTN: AHRC-MSL-B
1 RESERVE WAY
ST. LOUIS, MO 63132-5200

This letter should arrive no later than close of business, **13 September 2004** to be considered. Be sure to include your **name, social security number, and signature** on all correspondence.

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All OER's must be profiled before being placed in your BCF. Personal copies of OER's must be profiled before being admitted to the boardroom. You may contact the **USAR Evaluation Support Branch at 1-800-648-5484 option #2**. Unprocessed OER's, AER's and letter reports should be sent to the following address:

**U.S. ARMY HUMAN RESOURCES COMMAND
ATTN: AHRC-PAV-EO
1 RESERVE WAY
ST. LOUIS, MO 63132-5200**

4. For your record to receive the attention it deserves, it is crucial that it be complete when reviewed by the board. Each officer has a shared responsibility with the unit to ensure his/her promotion file is complete when it is reviewed. All missing documents or correspondence must be forwarded to reach this office no later than **0730, 14 September 2004**. You may fax documents to **314-592-1208**.

GERALD T. MAYER
LTC, GS
Chief, Office of Promotions
Reserve Components